

# Manlius Pebble Hill School

## APPLYING FOR FINANCIAL AID (FLEXIBLE TUITION PROGRAM (GRADES 1-12))

*The Manlius Pebble Hill School Flexible Tuition Program makes an MPH education accessible to a broad range of families through available tuition grants and scholarships. It also helps MPH achieve its goal of creating the best possible learning environment for our students. We are deeply committed to fostering a diverse school community, where bright, talented students from a wide variety of backgrounds and experiences can come together to learn and grow.*

To determine eligibility, parents must complete the **Parents' Financial Statement (PFS)** on the School and Student Services (SSS) website. SSS will calculate your family's ability to pay tuition, called your "Estimated Family Contribution," and share that information with Manlius Pebble Hill School. MPH uses the information from SSS as a starting point to determine financial aid eligibility, but also considers our financial aid policies and available budget when making decisions. We do our best to allocate available grants and scholarships to as many students as possible each year.

Notification of financial aid eligibility and awards will be included in your child's Reenrollment packet (current families) or Acceptance Packet (new families).

### **STEP 1: COMPLETE THE PFS AND SEND TO MPH (SCHOOL CODE: 4804)**

- Go to <http://sssbynais.org/parents> and create/login to your PFS Online account with your email address and password.
- Complete and submit your PFS. You will be asked to enter income and tax information from 2019. ***If you have not completed your 2019 taxes, it is ok to estimate your answers based on previous year's tax returns. You can always log back into your PFS to make edits once you've completed your 2019 tax return.***

You can log out of the PFS Online any time and return later to complete it. Submission of the PFS carries a fee of \$51. If you need help, contact SSS Customer Service at (800) 344-8328. They will gladly provide tips and advice to help ensure your PFS is completed properly.

### **STEP 2: UPLOAD YOUR TAX RETURN & W-2 FORMS BY APRIL 15, 2020**

- For verification purposes, you must upload a copy of your 2019 tax return and W-2 forms to your PFS account no later than April 15, 2020.
- From your PFS Online Dashboard, click on the "Manage Documents" tab. Click on "Upload Documents," then "Browse" to locate the documents on your computer. Note that it can sometimes take 24 hours after submission of your PFS for the "Manage Documents" tab to appear on your account.